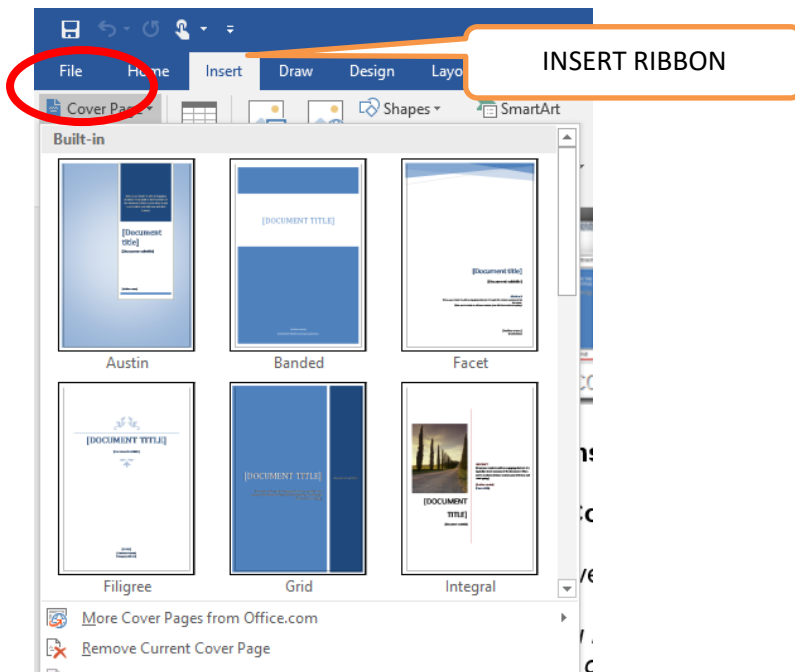


## Add a Cover Page in Word 2016



1. Click on the **Insert** tab in the *Office Ribbon*.
2. Click on the **Cover Page** button in the *Pages* group.
3. Choose a Cover Page template from the list.

**Note:** When you insert the cover page, it will become the first page of the document you are working on.

3. Add information to cover page. Use the pre-formatted text boxed for best results.

ADD TITLE – Planning a Trip to ???????? (country of your choice)

Name – (your Name)